

**DIVISION of Facilities Management
and Property Services**

Ashlie Lancaster, Director
1200 Senate Street, Sixth Floor
Columbia, SC 29201
803.737-3880
803.737.0592 Fax

June 26, 2020

Dear Property Owner or Agent:

The State of South Carolina is seeking office space in Charleston County. Attached is a summary of specifications and lease criteria. You are invited to submit a proposal to lease property to the State which may meet the criteria.

All proposals must be received by the Department of Administration, Real Property Services on or before **4:00 PM, July 31, 2020**.

The agency and Real Property Services will determine which proposals best suit the agency's needs. After the deadline, we will review all proposals submitted. Should your proposal be of interest, you will be contacted to schedule a meeting and view the property.

All inquiries regarding this lease solicitation should be directed to Real Property Services via e-mail at rps@admin.sc.gov.

To be eligible to submit a proposal, a property owner or agent must have submitted to Real Property Services a receipt and acknowledgment of S.C. Code of Laws, 1976, as amended, §§1-11-55, 1-11-56, and 1-11-65 and S.C. Code of Regulations, §19-447.1000. If you have not done so and wish to respond with a proposal, you may download the applicable form from our website at: https://admin.sc.gov/real_property/forms.

Sincerely,

Real Property Services



**REQUEST FOR LEASE PROPOSAL FOR
SEA GRANT CONSORTIUM
OFFICE/STORAGE SPACE IN CHARLESTON COUNTY**

No lease agreement with the State is final without the approval of designated authorities as governed by South Carolina law. Real Property Services reserves the right to negotiate lease terms with submitting parties until such final approval is granted. State law prohibits any party participating in this solicitation process from making direct contact with the agency seeking space until a final lease has been approved. All correspondence should be directed to Real Property Services. Prior to lease negotiation, Landlord must provide a list of all partners or members where Landlord is an LLC or partnership (to include all tiers so that individuals are named).

Properties selected for site visits will be chosen based on a cost analysis of the submitted proposals, the responsiveness of the proposals to the stated requirements, and the space efficiency of proposed floor plans submitted; therefore, best proposals should be submitted initially.

LEASE CRITERIA – SEA GRANT CONSORTIUM

- Location: CHARLESTON COUNTY, SOUTH CAROLINA – preferably in downtown Charleston with high visibility, and on a ground floor
- Expected occupancy date: MAY 1, 2021
- Total space needed is approximately 5,700 rentable square feet +/- depending on circulation and common area factor. Please include both rentable and usable square feet in proposal and include the common area factor (%).
- Ideal set up should include, but is not limited to:
 - 1 private executive office for of approximately 180 square feet
 - 9 standard offices for professional staff of approximately 120 square feet each
 - Space to accommodate 12 employees in workstations (workstations to be provided by Landlord) of approximately 48 square feet each
 - 1 medium suite reception lobby to accommodate seating for up to 6 people of approximately 100 square feet
 - 1 large break room of approximately 200 square feet, with 6 linear feet of cabinets, to accommodate a refrigerator, microwave and sink
 - 1 copy/print/mail/supply room (including room for dedicated floor mounted printer, storage, and mail slots) of approximately 200 square feet
 - 1 LAN room with floor mounted racks of approximately 100 square feet, climate controlled
 - 2 small open storage closets of approximately 50 square feet each
 - 1 medium open storage room of approximately 180 square feet
 - 1 large open storage room of approximately 250 square feet
 - 1 small conference room to accommodate up to 4 people at a time of approximately 120 square feet
 - 1 large board/conference room of approximately 600 square feet



**DIVISION of Facilities Management
and Property Services**

Ashlie Lancaster, Director
1200 Senate Street, Sixth Floor
Columbia, SC 29201
803.737-3880
803.737.0592 Fax

- Space must be ADA compliant. Landlord is responsible for all costs associated with ADA compliance.
- Cabling must be certified to CAT-6 standards, with all terminations by the Landlord. All internet connections, phone/data connections, electrical and other outlets to be provided by the Landlord throughout the space as specified by Agency.
- 20 reserved parking spaces are required, with 25 spaces preferred. State availability of reserved parking.
- Parking lot must be paved and lighted.
- Exterior signage needed, to be provided by Landlord.
- Term: Please provide proposed rates for 5, 7 or 10 year terms.
- Proposals that require reimbursement of tenant improvement costs upon an early termination are not preferred and may be eliminated from consideration.
- GROSS leases preferred, but not a requirement. GROSS lease proposals would include all operating expenses, including utilities, janitorial services and supplies, grounds maintenance, repairs, taxes, insurance, general building maintenance, building equipment maintenance, electrical systems maintenance, HVAC maintenance, plumbing maintenance and any other service necessary to maintain and operate all building and site improvements. Janitorial services shall be performed using SC Department of Health and Environmental Control guidelines and approved US Environmental Protection Agency registered antimicrobial products for the protection of tenant and visitors (to the extent possible) against the virus referred to as COVID-19. If proposal is not for Gross Lease, identify expenses to be Tenant's responsibility.
- Proposals that require the pass-through of any increases in operating expenses above the amount included in the rent rate are not preferred and may be eliminated from consideration.

MINIMUM STATE REQUIREMENTS

- **Standard State lease must be used – a copy is available on our website at: https://admin.sc.gov/real_property/forms or can be provided upon request.**
- Property must be barrier free, hazard free and smoke free.
- Property must meet zoning requirements for proposed use.
- Economical and efficient space utilization.

PROPOSAL DUE DATE AND REMITTANCE INSTRUCTIONS:

- Proposals must be received by the Real Property Services by **4:00 PM, JULY 31, 2020.**
- All proposals must be in writing and may be submitted by e-mail. (It is agent's responsibility to ensure receipt).
- Proposals should specify floor usable and rentable square feet (if applicable) and must be calculated according to the ANSI/BOMA-Z65.1-1996 standard.
- Please attach a proposed floor plan.





Henry McMaster, Governor
Marcia S. Adams, Executive Director

**DIVISION of Facilities Management
and Property Services**

Ashlie Lancaster, Director
1200 Senate Street, Sixth Floor
Columbia, SC 29201
803.737-3880
803.737.0592 Fax

CONTACT INFORMATION

All information and questions should be directed to Real Property Services – no direct contact can be made with Sea Grant Consortium. Direct contact can be cause for automatic disqualification.

RETURN PROPOSALS AND DIRECT ALL QUESTIONS TO:

DEPARTMENT OF ADMINISTRATION
REAL PROPERTY SERVICES
PHONE: 803-737-0644 or 803-737-1617
EMAIL: rps@admin.sc.gov

